

# APPLICATION AND SELECTION PROCESS

## LOUISVILLE METROPOLITAN CORRECTIONS DEPARTMENT

The Louisville Metro sworn and non-sworn staff members strive to provide a safe and secure environment and uphold the constitutional and civil protection of persons incarcerated within our walls. Our mission statement is simple... *We provide secure incarceration for those committed to our care, custody, and control.*

Louisville Metro Corrections is looking for people who enjoy working with people to join our team. The application and selection process includes many steps designed to fully examine the applicant's abilities and interests in the field of corrections. The following information is provided so that you may know exactly what is expected of an applicant.

The Corrections Department is an adult detention institution consisting of multiple facilities located in downtown Louisville Kentucky.

### APPLICATION REQUIREMENTS

You must qualify as an applicant before you can be considered. To be qualified as an applicant, you must first complete an online application at:

<http://www.mycareernetwork.com/clientResumeMgr/jobDetails.asp?jid=22531&cid=696> Those completing an application will be scheduled for a mandatory tour of the facility and a written test. At the written test, candidates will be required to provide the following documents:

#### A. Completed Documents

- Verification of education, birth date, driver's license and DD214 (if former military). You must bring these with you to the written test. See "B" below for details.
- Completed Louisville Metro Corrections Department Supplemental Application Form. This form is provided to you at the written test.
- Completed "Temperament Assessment" Form. This form is provided to you at the written test.

#### B. Acceptable Forms of Verification

##### ➤ Education

High school graduation or its equivalent is the minimum level of education required for Louisville Metro Corrections Officer Recruits. The following are acceptable documentations of your education. **Please do not submit original documents:**

- ✓ High school diploma;
- ✓ High school transcript;
- ✓ Letter from the Board of Education verifying your high school education; OR
- ✓ GED certificate from an approved state department of education with a certificate number affixed to the GED certificate.

##### ➤ Birth

You must be 21 years of age at the time of the written test. A **copy** of one of the following documents is necessary to verify your age:

- ✓ Birth certificate;
- ✓ Passport; OR
- ✓ Notification of birth registration.

##### ➤ Valid Driver's License

You must produce a valid driver's license before you take your written test.

## **SELECTION PROCESS**

The phases of the selection process are outlined below. In addition to completing the selection process, all corrections recruits must also be eligible to obtain peace officer status and meet specific physical requirements. Along with being physically and morally fit, an officer is expected to be able to carry, fire, and maintain a firearm.

### **A. Mandatory Tour of the Facility**

You will be taken on a tour of the facility by Louisville Metro Corrections personnel.

### **B. Written Exam**

The Louisville Metro Human Resources Department will schedule Corrections Officer Recruit applicants for a written examination. Applicants must bring a driver's license and **COPIES** of high school diploma/transcript or G.E.D. Certificate, birth certificate and DD214.

### **C. Physical Agility Test**

Applicants who pass the written exam will be scheduled by the Corrections Department for the physical agility test. The physical agility test consists of a run and an obstacle course. A description of the physical agility requirements is included in this packet.

### **D. Interview**

Corrections will schedule applicant interviews for those who pass the physical agility test.

### **E. Polygraph Examination**

Many applicants will be selected to take a polygraph examination. Questions posed during the examination will include any illegal drug activity, arrests, convictions, employment history and alleged false information provided on the employment application. Specific questions will be reviewed immediately prior to the examination.

### **F. Background Investigation**

The Metropolitan Corrections Identification Bureau will fingerprint Corrections Officer Recruit applicants, conduct a criminal history investigation, and review the applicant's driving record. Applicants who live outside of the Louisville/Jefferson County region are required to provide a record check from the county in which they reside during their interview. All felony and domestic violence convictions disqualify Corrections Officer Recruit applicants automatically (see attached "Notice Regarding Federal Firearms Act/Domestic Violence"). The background investigator or human resources representative will contact employers, neighbors, and professional and personal references.

### **G. Medical Exam**

Applicants may be scheduled for a medical physical by the Corrections Department after completing the previously listed steps in the hiring process. The medical examination consists of vision and hearing tests, standard measure of height and weight, pulmonary function analysis, blood pressure and pulse rate, temperature and respiration, electrocardiograph, and other procedures including blood and urine tests, drug screening and general physical examination. A self-administered medical data history is also obtained.

### **H. Psychological Exam**

Candidates who have completed all other phases of the hiring process and are selected to remain in the applicant pool will be scheduled for a psychological evaluation by the Corrections

Department. The psychological evaluation consists of two parts: 1) Candidates complete self-administered written tests; 2) A licensed psychologist will conduct interviews with the candidates based on the results of the written personality tests. The purpose of the psychological evaluation is to determine those candidates who are best suited to handle the stress of a correctional environment.

## **APPOINTMENT**

Upon employment, recruits will attend an academy class at the Training Center located on Taylor Blvd. for nine weeks. Academy classes are held Monday through Friday 7:00 AM to 3:30 PM with some variation to allow for special exercises. After graduation, recruits will complete three weeks of on-the-job training while assigned to a field-training officer (FTO). Employee progress will be evaluated during a nine-month probationary period after academy graduation.

## **RESCHEDULING**

Due to the expected applicant volume, we cannot make examination schedules for your convenience. Rescheduling requests are limited and must be made prior to the examination.

## **ADDRESS/CONTACT INFORMATION**

We are on an extremely tight schedule and do not want you to miss hearing from us on any matter due to a name change, incorrectly addressed mail and/or wrong telephone number. Therefore, if your name, email address, address and/or phone number changes **before** you have taken the written exam, you can change your contact information in one of the following two ways.

If you applied online, you can change your information in our database by logging onto [www.mycareernetwork.com](http://www.mycareernetwork.com) with the email address and password you used when you applied. Once you have logged onto your account, you will be on the "Welcome" page. Click on "Edit Profile" under the MyAccount heading, make the necessary changes, and click on "Save Details" at the bottom of the screen.

If you submitted a paper application, you can change your information by contacting Jennifer Ruark at (502)574-3696 or [Jennifer.Ruark@louisvilleky.gov](mailto:Jennifer.Ruark@louisvilleky.gov).

If for any reason you no longer wish to be considered, we ask that you notify us in writing at Louisville Metro Human Resources, 517 Court Place, Louisville, KY 40202; e-mail [Jennifer.Ruark@louisvilleky.gov](mailto:Jennifer.Ruark@louisvilleky.gov); or fax (502) 574-1041.

If your contact information changes **after** you have taken the written exam, you will need to notify Sharon Franklin of the Corrections Department at (502)574-2168 or [Sharon.Franklin@louisvilleky.gov](mailto:Sharon.Franklin@louisvilleky.gov).

## **CORRECTIONS OFFICER RECRUIT GENERAL JOB DESCRIPTION**

### ***Essential Functions***

Participates in the academic and physical recruit training programs of the Louisville Metro Corrections Academy

Participates in a battery of exams to determine suitability for the position of Correction Officer

### ***Examples of the Work***

Attends classes in personnel procedures, regulations, current laws, the criminal justice system, human behavior and a variety of other topics related to corrections work

Learns about various operational units to gain familiarity with the functions of the Louisville Metro Corrections Department

Participates in practical training including firearm usage, defensive tactics, arrest procedures, use of corrections equipment and a variety of other procedures and activities related to corrections work

Takes tests to measure knowledge gained, evaluates performance and determines progress made

Participates in physical fitness and strength training

Performs related work

### ***Minimum Requirements***

High school diploma or the equivalent

Must be a US Citizen

Must be a minimum of 21 years of age

Must not have been convicted of a felony

Misdemeanor convictions will be considered on an individual basis

Must submit to a pre-employment drug screening

Must submit to a pre-employment polygraph test

Must pass a pre-employment physical, stress and medical examination

Must wear personal protective equipment as mandated by OSHA

Must wear safety equipment as mandated by OSHA

Must be vaccinated for hepatitis B, have provided evidence of immunity, or have signed a declination form within ten days of initial assignment

Must pass an annual tuberculin test

Must work a varied schedule

Must not be prohibited by federal or state law from possessing a firearm

Must be eligible for certification as a State Peace Officer

Must possess and maintain a valid driver's license

**CORRECTIONS OFFICER RECRUIT  
BENEFITS  
June 19, 2009**

<b>CURRENT SALARY</b>	\$14.57 / hour
<b>TRAINING</b>	Completion of specialized training and physical conditioning.
<b>PAID LEAVE</b>	Paid leave consists of vacation days, holidays, sick, bereavement and military training days, as established by personnel policy and collective bargaining agreements.
<b>CREDIT UNION</b>	Offers payroll deduction for savings and checking account services.
<b>UNIFORMS</b>	Currently provided for by Metro Corrections.
<b>LIFE INSURANCE</b>	Minimum life insurance is provided at no cost to the employee. Additional insurance is available at an extra charge, depending on age. Dependent life insurance for spouse and children is also available.
<b>HEALTH INSURANCE</b>	A variety of healthcare and dental plans are available to cover employees, their spouse and dependents. Currently, costs are shared by the employee and Metro Government.
<b>WORKER'S COMPENSATION</b>	Medical bills are paid and disability payments are made in accordance with the Commonwealth of Kentucky Worker's Compensation Laws.
<b>SHIFT MEALS</b>	Meals are currently offered by the LMDC Kitchen while on duty.
<b>RETIREMENT PLAN</b>	Participation in Hazardous Duty State retirement plan upon academy graduation.
<b>DEFERRED COMPENSATION</b>	This plan allows the employee to contribute pre-tax dollars up to \$15,500 per year for 2009.
<b>PRE-TAX PREMIUMS</b>	Premium conversion allows employees to pay for benefits with pre-tax dollars, resulting in reduced taxes and increased take home pay.
<b>SALARY INCREASES</b>	Increases are negotiated within the Collective Bargaining Agreement.

**Requirements for Peace Officer Status**  
**Louisville Metropolitan Corrections Officer Recruit Applicant**

1. Be a citizen of the United States
2. Be at least 21 years of age
3. Have completed high school or obtained a GED
4. Possess a valid license to operate a vehicle
5. Be fingerprinted for criminal background check
6. Absence of felony record
7. Not prohibited by federal or state law from possessing a firearm
8. Receive and abide by the Code of Ethics
9. Former military personnel must have received an honorable discharge or a general discharge under honorable conditions from military duty
10. Pass a medical examination
11. Pass drug screening
12. Have a positive background investigation
13. Complete an interview
14. Not have had certification as a peace officer permanently revoked in another state
15. Complete psychological testing
16. Meet physical fitness standards
17. Complete a polygraph examination

**Physical Agility Requirements  
Louisville Metropolitan Corrections Department  
Corrections Officer Recruit Applicant**

All exercises in this screening process are designed to simulate the physical abilities required for the position of Corrections Officer.

**1-Mile Run Description**

Applicants must run 1 mile in 13 minutes, 20 seconds or less to pass this portion of the test. This is a test of the endurance required to walk and stand for extended periods of time.

\* There is a 10-minute break between the 1-mile run and obstacle course.

**Obstacle Course Description**

Applicants will run the below listed 3-minute, 45-second timed obstacle course (approximately 800 feet) with several events that must be completed throughout the course. The course is timed to simulate the physical abilities an officer may be required to exhibit consecutively when responding to emergency situations.

**Event 1**

Listen to the sequence of numbers read to you to remember for Event 4. Run, ascend and descend flights of stairs the equivalent of about four floors. This event simulates the agility and speed needed during a call for backup in another part of the correctional facility.

**Event 2**

Run approximately 170 feet through a series of rooms and hallways. This event simulates the ability to maneuver through areas and around objects while responding to a call for backup or an emergency.

**Event 3**

Run approximately 100 feet to a dummy lying on the ground. Drag the dummy, weighing approximately 150 lbs., for a distance of approximately 40 feet. This event will simulate the ability to move an injured inmate out of a cell into a safe place where medical attention can be administered.

**Event 4**

Run approximately 400 feet to an area in which you will find medicine balls weighing 20 lbs each that are numbered 1-5. Place the numbered balls in the sequence based on the numbers given to you at the beginning of the course. Two seconds will be taken off your time for each error in sequencing the balls. This event measures the ability to remember a set of instructions while completing several other tasks during an emergency situation.

To: All Corrections Officer Recruit Applicants

From: Louisville Metropolitan Corrections Department

RE: **NOTICE REGARDING FEDERAL FIREARMS ACT/DOMESTIC VIOLENCE**

In September of 1996, the United States Congress passed an amendment to the Federal Firearms Act. This 1996 change prohibits any person, who has ever been convicted in any court of a misdemeanor crime of domestic violence, from possessing a firearm or ammunition. There is no exemption for law enforcement officers.

18 U.S.C. §922(g)(9) prohibits the possession of a firearm or ammunition by “any person who has been convicted in any court of a misdemeanor crime of domestic violence.”

18 U.S.C. §921(a)(33)(A) defines “misdemeanor crime of domestic violence” as “an offense that (i) is a misdemeanor under Federal or State law; and (ii) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.”

Also, 18 U.S.C. §922(g)(8) additionally prohibits the possession of a firearm or ammunition by any person “who is subject to a court order that (A) was issued after a hearing of which such person received actual notice, and at which such person had an opportunity to participate; (B) restrains such person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and (C)(i) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or (ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury.”

U.S.C. §921(a)(32) defines “intimate partner”:

The term “intimate partner” means, with respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, and an individual who cohabitates or has cohabitated with the person.

For either situation, if the above-referenced criterion applies to you, you are ineligible to be hired as a Corrections Officer Recruit.